



Position Description

Position:	Chief Executive Officer
Location:	Woolloongabba, Brisbane
Reports to:	Board of the Australian Pain Management Association Ltd. (APMA)
Award:	Social, Community, Home Care & Disability Industry Award 2010
Classification:	Level 6.1
Hours:	30 hours per week
Salary Sacrifice:	Available by agreement
Responsible for:	One part-time Volunteer Coordinator, casual Social Media Manager, approximately 30 key Volunteers in service delivery roles and approximately 40 other volunteers in various roles.
Contract Period:	The position is a 3 year contract, subject to a 6 month probationary period

SUMMARY OF POSITION

The Chief Executive Officer (CEO) is responsible for the continued operation and sustainability of APMA as the national voice of people living with chronic pain. We are a not-for-profit organisation relying heavily on the funding of the Queensland Government and other contributors. We identify the strategic gaps between the pain services provided by government and those services required by the community then offer the community services designed to fill those gaps. As CEO you will be required to manage the effective delivery of our National services including:

- Co-ordinating our national pain link helpline;
- Overseeing 26 pain support groups;
- Maintaining a contemporary website;
- Producing a quarterly newsletter;
- Updating accessible information and resources;
- Managing our membership base;
- Building the capacity of staff, contractors, members and volunteers;
- Representing the company at forums, functions, conferences and meetings.

In addition to maintaining and developing our community services you will be required to actively participate in fund raising initiatives, applying for various grants, budgeting, governance, reporting and stakeholder management.

The successful applicant will be supported by the current retiring CEO for a transitional period.

KEY RESPONSIBILITIES

- Manage human, physical and financial resources, having regard to the organisational environment and processes to ensure delivery of quality services and achievement of sustainable outcomes.
- Provide leadership within the organisation, promoting the development and maintenance of a positive work environment.
- Ensure the provision of regular evaluation and review processes to ensure continuous improvement and risk management.
- Fulfil the companies governance functions as they apply to not for profit organisations, funding from governments and other sources and general legislative compliance.
- Identify emerging issues and changing trends of operational and strategic significance through research, monitoring, networking, analysis and other activities
- Develop and maintain processes for the appropriate consultation, cooperation, negotiation and collaboration with internal and external stakeholders.
- Provide timely and competent advice on emerging issues and existing situations.

KEY SELECTION CRITERIA

All three criteria must be addressed.

KSC 1 - Vision

- Leads strategically
- Stimulates ideas and innovation
- Leads change in complex environments
- Makes insightful decisions

KSC 2 - Results

- Develops and mobilises talent
- Builds enduring relationships
- Inspires others
- Drives outcomes

KSC 3 - Accountability

- Fosters healthy and inclusive workplaces
- Pursues continuous growth
- Demonstrates sound governance

HOW TO APPLY

Please submit the following two documents:

1. Resume – 2 to 3 pages showing your personal details, education, employment history and other relevant information; and
2. Application – 2 pages addressing the above 3 key selection criteria showing the panel your experience in the three areas (and each dot point within those areas) and hopefully how that experience relates to the key responsibilities of the position.

Submitting Your Application

Applications must be emailed to secretary@painmanagement.org.au by 5pm 31 January 2020.